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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

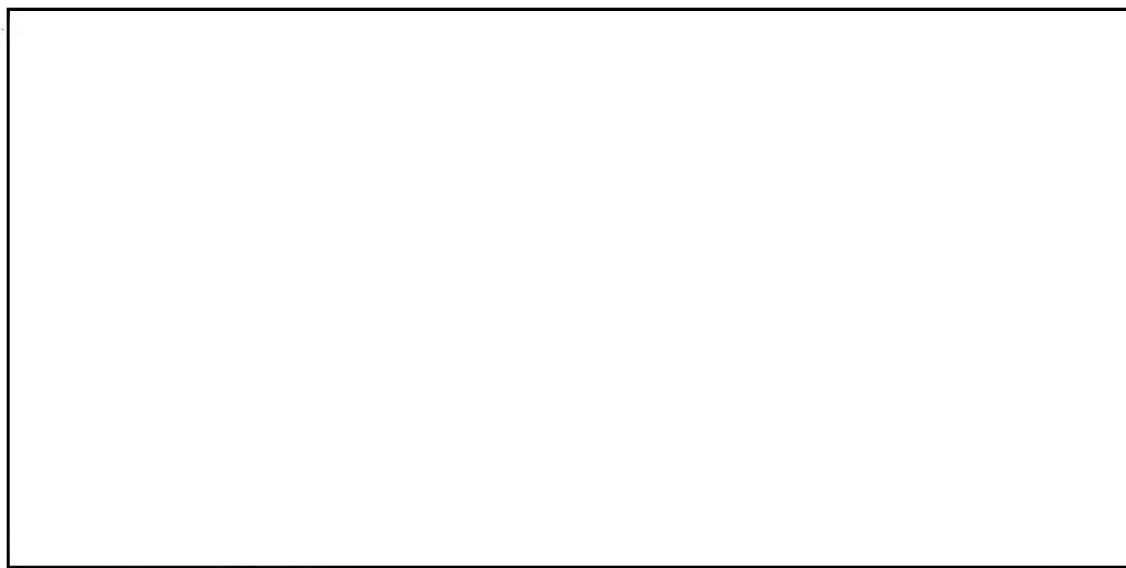
DATE: 14 November 1955  
Reports 1

FROM : Assistant Chief for Field Training

SUBJECT: Weekly Activity Report No. 46  
Period 7 through 11 November 1955

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## SIGNIFICANT ITEMS:



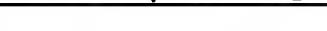
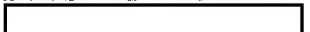
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2. A Letter of Commendation from DTR to the Field Training Staff was received on 7 November thanking the staff for its performance during the recent briefing of guests from  This commendation was particularly appreciated.

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## OTHER ACTIVITIES:

Office of the AF/OS

1. On Monday and Tuesday, 7-8 November 1955, several personnel conferences were held by AF/OS with members of the staff concerning their desired Career Programs. On Tuesday, 8 November, our complete report on Career Programs was sent to C/OS.  did most of the work on this project, assisted on Monday and Tuesday by 

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[REDACTED]

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3. On Thursday and Friday, etc., AF/OS held meetings with [REDACTED] on the subject of the three lectures in "Operational Security" to be given in OFC.

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4. During the reporting period several dry runs of lectures to be given in OFC were held by AF/OS, [REDACTED]

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1.

[REDACTED] on Monday, 7 November, and spent two and one-half days [REDACTED] to assist in the typing and reproduction of course material for OFC. Her contribution was very much appreciated by the staff.

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2. [REDACTED] on Monday, 7 November 1955. [REDACTED] discussed CMT Lesson Plans with AF/OS.

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[REDACTED] and D/AF/OS discussed the possibility of [REDACTED] rendering assistance in the preparation of the Manual of Regulations to be used in the Operations Course. [REDACTED] agreed that he could provide the desired assistance. Details will be discussed in the near future.

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3. [REDACTED] Chief Instructor, PP, Operations School, [REDACTED] on 9 and 10 November. AF/OS talked to [REDACTED] at great length on the evenings of 9 and 10 November. On the afternoon of 9 November AF/OS, D/AF/OS and the PP Committee of the Operations Course discussed PP content matters. On the afternoon of 10 November [REDACTED] and the Committee held [REDACTED] additional discussion period. [REDACTED] ideas and suggestions were most helpful.

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Courses, General

1. Operations Course. Considerable time was devoted this week to the scheduling of OC. In this connection [REDACTED] presented specific suggestions for the scheduling of instruction to be [REDACTED]

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The Chief Instructor, OC, in addition to himself and Messrs. [redacted] as the fourth member of the Live Problem Committee. A number of ideas have been advanced as to the make-up of the live problem.

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[redacted] together with the Training Aids Unit, prepared a short film dealing with teaching agents to report. This film will probably be used in the OC.

[redacted]

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2. [redacted] The OFC Staff was busy this week publishing schedules, reading lists, lesson plans and discussion guides for the first running of the course, beginning next Monday, 14 November.

[redacted]

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4. [redacted] finished inventory and re-evaluation of equipment for the ASMC. This is the initial phase of a long-range program to insure that equipment for this course is sufficient but not excessive in quantity and is up-to-date.

5. [redacted] The following Lesson Plans were completed and distributed during the week:

Film Brief: "Career"

Film Brief: "Man on a Tightrope"

[redacted]

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Courses, Tutorial

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[redacted]

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2. The first week of instruction in [redacted] has  
been completed. In support of this instruction, the RO Staff  
received assistance from the following Field Training Staff  
elements and personnel:

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[redacted]  
[redacted]

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b. 8 November: [redacted]  
[redacted]  
a communications problem from 1300 to 1600 hours.

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[redacted]

f. The Training Aids Unit showed the following films:  
"School for Danger," [redacted] and "Viva Zapata."

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#### Support Units

1. Communications. The Communications Unit continued to  
rehabilitate equipment. A considerable portion of the week was spent  
in repair and maintenance [redacted]

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[redacted] The CU is working on Lesson Plans given in CMT.

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2. Training Aids. Graphics Section prepared the following  
during the week:

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[redacted]

[redacted]

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Reassignment

1. [redacted] around the last of the month to train for his reassignment duties. Thus far, there has been no definite prospect for his replacement.
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2. [redacted] arrived on Tuesday, 8 November, to assume her duties as librarian.

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TDY

1. [redacted] collecting material and information for use in the Operations Support block, OC.
- 25X1
2. [redacted] attending the Clandestine Services Review Course.

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3. [redacted] was TDY three days during the week in connection with the new Agent Selection and Recruitment film.

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4. [redacted] is TDY on a training mission.

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5. [redacted] is TDY on a training mission.

6. Five staff members of Air Training Branch are TDY on a training mission.

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7. [redacted] 7-9 November to discuss internal TSS matters and to assist TSS [redacted] in its initial planning for the OC.

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Leave

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1. [redacted] remains on Sick Leave.

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2. [redacted] COMM[redacted] who returned to duty from Sick Leave, [redacted] Thursday and Friday, 10-11 November, for personal affairs.

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3. [redacted] s on Annual Leave until 14 November.

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4. [redacted] suffered a badly sprained ankle and is currently on Sick Leave.

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5. [redacted] returned from Sick Leave for light duty on 13 November.

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6. [redacted] Compensatory Leave 7-13 November.

[redacted] has been on Annual Leave this week.

Other

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1. [redacted] has been assigned, in addition to her usual duties, to assist M [redacted] in development of [redacted] material for the OC. This assignment is in connection with Miss [redacted] career development plan.

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3. [redacted] who submitted her resignation the week of 19-26 September 1955, [redacted] on Saturday, 12 November 1955, in order to pick up [redacted]

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ADDITION TO PREVIOUS REPORT:

Other Activities:

Support Units

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1. [redacted] OTR/HQ, made recommendations on 3 November for a change in the control set-up used for [redacted] jointly held by OTR and TSS. Action will be taken on this recommendation in the near future.

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As

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